

MANITOWOC WASTEWATER TREATMENT FACILITY BOARD MEETING MINUTES

Gregg Wolf acted as Chairperson in the absence of Brian Rasmussen, and called the meeting of the Manitowoc Wastewater Treatment Facility Board to order on Tuesday, January 12, 2016 at 4:03 P.M.

Board members present: Gregg Wolf
 Dave Luckow
 Dan Koski
 Jim Brey
 Brian Helminger

Also present: Mike Jaeger
 Debbie Charney

Board member(s) not present: Brian Rasmussen, Chairperson
 Tim Petersen

PUBLIC INPUT

No public input.

SELECTION OF WWTF BOARD VICE CHAIRPERSON

In the absence of the Chairperson, acting Chairperson Wolf took this item out of agenda order.

Discussion was held regarding appointing a Vice Chairperson for the WWTF Board to serve when the Chairperson cannot attend. There was a motion made by Jim Brey to elect Dave Luckow as WWTF Board Vice Chairperson; second by Dan Koski. Motion carried unanimously.

MINUTES

The minutes of the November 17, 2015 Board Meeting required two corrections. Motion by Dan Koski to accept the November 17, 2015 Board Meeting minutes as corrected and place on file; second by Dave Luckow. Motion carried unanimously.

FINANCIAL STATEMENTS ON WASTEWATER TREATMENT FACILITY FOR OCTOBER 2015

Helminger reviewed the October 2015 financial statements. Lakeside Foods was the largest rate payer for October, with Red Arrow second and then Briess Malting. Overall sewage revenue trended considerably higher than October 2014 with Helminger cautioning that invoice and billing timing can skew individual monthly results.

Line 513700, Retirement/Termination Payout, is over budget by \$158 for payout of PTO. Line 523420, Building Maintenance, was charged for a 2014 roof replacement project on the digester after it was discovered it was omitted from year end 2014 transfers. Line 534950, Safety Equipment, is overdrawn mainly due to the consumption of necessary supplies and needs to be funded at a higher level in future years. Line 535520, Electrical Supplies, was over budget by \$9000 due to a main switchgear breaker that failed and needed to be rebuilt.

Motion by Jim Brey to accept the October 2015 financials as presented and place on file; second by Gregg Wolf. Motion carried unanimously.

FINANCIAL STATEMENTS ON WASTEWATER TREATMENT FACILITY FOR NOVEMBER 2015

The Sewer Revenue data sheet and the November 2015 budget status were reviewed. Outside hauled in waste amounted to just over \$20,600 for the month with Lakeside Foods being the largest rate payer in November. Helminger pointed out that revenue for hauled waste has exceeded 2015 projections in line 456140, Outside Sewer Service Revenue. Line 523240, Lift Station Maintenance, is over budget due to pump rebuilds at the zoo lift station. Budget line 581900, Other Capital Equipment, has an encumbered amount of \$20,238 to pay for a new compact pickup truck that was recently delivered. Discussion was raised by Gregg Wolf regarding the pumps at Archer Street Lift Station. Helminger explained that bearing temperatures are monitored and that after a realignment of one pump a few years ago that they are performing as designed.

Motion by Dave Luckow to accept the November 2015 financial statements as presented and place on file; second by Gregg Wolf. Motion carried unanimously.

CMOM-AUGUST 2016

Helminger explained that the CMOM (Capacity, Management, Operation, & Maintenance) is a WPDES permit required program that is due August 1, 2016. Helminger stated that while information and resources are there to develop this program, available time and manpower is lacking to meet the expected date deadline. Helminger recommended the use of a consultant for creation and implementation of the CMOM program. The estimated cost is \$25,000 and was included in the 2016 budget. Helminger asked the Board for direction on the process to hire a consultant. Discussion ensued about quotations and methodology for scoring the proposals. Helminger was directed to get multiple proposals and bring back to the Board for award.

WWTF UPGRADE PROJECT SCOPE-REVISED STRAND TASK ORDER

Helminger reviewed the upgrade scope and explained that initially the 930 MCC (Motor Control Center) was removed from the project with intent that it be addressed along with new filtration technology in the future. After discussion with plant staff, Midwest Electric, and Strand it is advisable to replace the 930 MCC now and maintain the existing service switchgear since two breakers have already been refurbished and parts are readily available. These changes, along with the intermediate clarifier option discussed at the last meeting, change the final scope of the project and the task order needs to be changed to match. Testing the main switch gear with MPU to simulate power loss will take place before the next WWTF Board meeting to verify the switchgear is working properly. The final revised task order will need to be processed to incorporate these final changes.

Discussion was also brought up by Helminger to inform the Board it may be necessary to move the Board Meetings to the first or last Tuesday of the month to meet timelines for inclusion on Council agendas.

STAFFING UPDATE-NEW OPERATOR

Helminger informed the Board that the WWTF is back to full staffing levels and that Peter Gallun was hired on as an Operator starting December 14, 2015. Gallun brings considerable previous experience and is currently training with another operator.

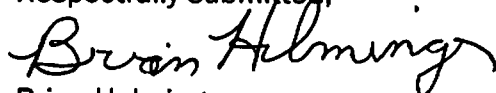
The challenges of the operators shift schedule were also discussed and it will be changing again in the near future. The revised schedule provides 24/7 coverage but will bring a more set shift pattern with a fixed second or third shift. The Operators had input and favor this schedule over the one currently in use.

PLANT REPORT FOR NOVEMBER/DECEMBER, 2015

Mike Jaeger reviewed the plant report discussing the work projects completed and effluent discharged for the period of November 1st to December 31st 2015.

Motion to adjourn made by Dave Luckow; second by Gregg Wolf. Meeting adjourned at 4:44 P.M.

Respectfully submitted,



Brian Helminger
Secretary, WWTFB
BH/dac

Copy: City Clerk's Office